

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible administrative and supervisory position of chief officer of the fire department. The employee of this class is responsible for the administration and coordination of all fire department activities involving fire suppression; fire prevention and public fire education; fire investigation; fire communications; personnel management and supervision; training; and public relations. The Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Administers the operations of fire department services which include fire suppression, fire prevention and public fire education, fire communications, and training. Develops management policies, goals and objectives for the department, and makes recommendations for consideration by the Fire Board of Commissioners. Organizes the operating units of the department, and determines the number and distribution of such units. Organizes the personnel management functions of the department by creating work cycles and efficiently deploying available manpower. Assists the appointing authority in the development and implementation of a personnel recruitment program. Participates in the interview and selection process, assists in the maintenance of promotional eligibility lists, and recommends appointments of classified employees.

Establishes a system for the identification and evaluation of areas of improvement in productivity, efficiency, and effectiveness. Uses results of evaluations to recommend changes in operations to the appointing authority. Establishes and maintains a system of line and staff inspections in order to exercise control over operations. Establishes an internal affairs review process in order to investigate possible violations of departmental code of conduct by department personnel.

Collects data necessary to estimate the extent and causes of risk. Develops a risk management program to control losses to acceptable levels. Monitors the results of the risk management program. Investigates accidents involving personnel and equipment, determines cause, and implements procedures to avoid

future accidents.

Monitors any local conditions which may create situations the department may be called upon to handle. Attends all meetings required by the local governing authority in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service.

Gathers information to be used in compiling budgets. Participates in the preparation of the departmental operating budget, reviews divisional operational budgets, and prepares revenue and expenditure estimates. Draws up specifications for new fire department equipment and prepares specifications for public bid. Recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Oversees the preparation and maintenance of the records and reports of departmental operations which include fire suppression, fire prevention, and fire investigation. Compiles, organizes, and analyzes data needed and writes reports. Writes letters in answer to requests addressed to the fire department, or as needed to address the needs of the fire service.

Develops and implements a public relations program. Informs the public of the necessity and methods of citizen cooperation in fire department work, by means of talks, demonstrations, distribution of literature to schools, civic groups, owners and employees of public and private buildings. Delivers speeches, and meets with civic and governmental groups to discuss needs of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Reviews work to be done, sets task priorities, and outlines responsibilities and duties for subordinates. Monitors work pace and progress of assigned jobs, and alters and adjusts work schedules to accomplish tasks. Approves leave. Handles employee complaints and grievances, counsels employees who experience work problems, and maintains discipline.

Evaluates the training needs for the department, establishes a training program, and provides for proper staffing. Provides for outside instruction for employees to meet training needs which are not available in the departmental training program. Provides on-the-job training.

Develops and implements an emergency management system. Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Personally responds to all alarms for

major fires or those received from congested areas in which fire might result in serious loss either to life or property. Oversees and directs operations at the scene of emergencies including fire suppression, rescue, providing emergency medical assistance, and the control and containment of hazardous materials incidents.

Directs a program of fire prevention, including fire inspections developed in accordance with all applicable federal, state, and local laws and regulations; pre-fire planning; and fire investigations.

Oversees the general care, maintenance, and use of departmental property, including equipment, vehicles, and stations and grounds.

Provides for adequate levels of the department's inventory of supplies and equipment. Provides for and oversees a communications system for the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the state of Louisiana.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid Louisiana driver's license.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire

training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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